

## FS & AF Fiscal Sponsorship Analysis

# Apereo Foundation Fiscal Sponsorship Questionnaire

Date:

Project/Organization (fiscal sponsoree applicant) name:

Project/Organization contact(s):

Applicant representative(s) name and email(s):

Project/Organization website:

1. State the charitable purpose of the project.

Apereo Foundation (AF) will review the stated charitable purpose for each fiscal sponsoree applicant to determine whether the project/organization fits with AF's mission. The fiscal sponsoree applicant's purposes align with and further the AF's mission in order to maintain AF's 501(c)(3) status.

***Apereo Foundation's charitable mission is to foster, develop, and sustain open source technologies and Innovate to support learning, teaching, and research.***

2. Describe the project/organization's legal status, if any.

3. Current leadership (individuals governing the project/organization) and governance model:

4. Describe whether the project/organization is currently in or was previously in any other fiscal sponsorship arrangements and why the group is looking for a new fiscal sponsor.

- a. Has the group considered any other fiscal sponsors, i.e., other charitable organizations?

5. What is the timeframe for joining the Apereo Foundation as a fiscal sponsoree?

6. What timeframe will the project/organization exist over, e.g., a set duration of time, periodically, open-ended, etc.?
7. Describe the resources and contractual obligations the applicant is bringing into the sponsorship.
  - a. Describe the current project/organizational personnel and their status as employees, volunteers, or independent contractors.
  - b. Will the status of the current personnel change should the AF accept the project/organization's application?
8. What assets will transfer to AF if the project/organization's application is accepted? For each asset, the applicant should specify which will transfer in entirety to AF, which may be partially transferred to AF (and how divided), which, if any, are to be licensed to AF, and which, if any, may require some other arrangement.
  - a. Current cash balance,
    - i. Bank account?
    - ii. PayPal?
    - iii. Stripe?
    - iv. Other?
  - b. Source of income, i.e., names of contributing organizations
    - i. Grants?
    - ii. Annual Donations?
    - iii. Sponsorships?
    - iv. Memberships?
    - v. Individuals (major gifts)?
  - c. Intellectual property, including trademarks/copyrights/contact lists, etc.?

d. What liabilities will transfer to AF if the project/organization's application is accepted? For each liability, the applicant should specify which will transfer in entirety to AF, which may be partially transferred to AF (and how divided), which, if any, is to remain with another/previous fiscal sponsor, and which, if any, may require some other arrangement.

- i. Invoices payable?
- ii. Debt/outstanding debts?
- iii. Active/open contracts?
- iv. Employees/contractors

9. How will the project/organization earn revenue?

a. Does the project/organization plan to earn income through sales or services, i.e., related or unrelated business activities, through fundraising activities, events, or ongoing partnerships?

- i. Pursue grants?
- ii. Seek donations?
- iii. Seek sponsorships?
- iv. Offer memberships?
- v. Solicit individuals (major gifts)?
- vi. Host events?
- vii. Charge project fees?
- viii. Other?

b. What types of activities generate regular expenses for the project/organization?

- i. Events (conferences, meetings, training, etc.)?
- ii. Awards, stipends, honorariums?
- iii. Travel grants?

iv. Infrastructure?

10. What infrastructure is used today, and does the project/organization hope to use any AF's current infrastructure or require new infrastructure?
11. Does the project/organization require insurance for any activities or personnel involving risk exposure?
12. Does the group propose any political or lobbying activity, and if so, what?
13. Is the applicant willing to adopt the [Apereo Welcoming Policy](#)?
14. Is the group willing to submit a [quarterly report](#)?

## **Questions for the Apereo Foundation**

## **Next Steps**

- Project/organization representatives determine whether to formally submit an application to Apereo Foundation for fiscal sponsorship.
- The Apereo Incubation Committee assesses the project/organization's health and readiness and advises, the Apereo Board of Directors.
- Finance Committee reviews/recommends FS reviews/recommends project/organization as fiscal sponsoree to Apereo Board of Directors.
- Apereo Foundation Fiscal Sponsorship working group reviews/recommends project/organization as fiscal sponsoree to the Apereo Board of Directors.
- Apereo Foundation Code of Conduct transition, if necessary
- Board votes to approve/reject project/organization's application to join Apereo Foundation as a fiscal sponsoree
  - Meeting TBD
    - **MOTION (), RESOLVED**, that Apereo Foundation accepts [project/organization] as a fiscal sponsoree in alignment with the Foundation's tax-exempt mission and that The Apereo Foundation is authorized to execute a fiscal sponsorship agreement with [project/organization].
- Apereo Foundation Controller communicates the Apereo Board of Directors vote to the applicant, now fiscal sponsoree.
- Pending positive Board vote, Apereo Foundation, and fiscal sponsoree sign the Fiscal Sponsorship Agreement and initiate onboarding